

# HOLTON USD 336 EDUCATIONAL APPLICATION FORM

Applicant:

Thank you for your recent inquiry concerning a teaching position in USD 336. This application serves as our acknowledgment of your recent inquiry.

To be considered for a teaching position, each applicant must complete the following steps.

- 1) File the completed educational application form with the office of the Director of Special Education in Holton.
- 2) Arrange to have your placement office forward a copy of your most recent teaching credentials to the office of the Director of Special Education.

**Date:** \_\_\_\_\_ **Position Applied For:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**Temporary Address:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

What valid Kansas certificate will you hold on September 1 of this year? \_\_\_\_\_

What subjects are you qualified to teach? \_\_\_\_\_

## Education

Name of School & Location	Dates Attended	Date Graduated	Diploma or Degree

**Undergraduate Major:** \_\_\_\_\_ **Minor:** \_\_\_\_\_

**Graduate Major:** \_\_\_\_\_

**List teaching fields in order of preference** \_\_\_\_\_

## Teaching Experience

Fields of Grades	Where	From (Date)	To (Date)	Superintendent


List other work experience. \_\_\_\_\_

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Did you participate in extracurricular activities in high school? If so, what activities?

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Would you be interested in performing any supplemental duties? If so, what duties?

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List any honors or special recognition which you received in high school or college.

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List any other information concerning yourself which in your judgment might be helpful as we consider your application.

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**References**

List five names with addresses and phone numbers of people who know you and your abilities sufficiently to serve as references.

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

**Personal Message**

State briefly why you desire this particular position.

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Are you willing to abide by the rules of the USD 336 Board of Education? \_\_\_\_\_

If you are teaching presently, why do you desire to change locations? \_\_\_\_\_

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State limitations you might have in regard to interview times.

**Please return this Educational Application to:**

*Director of Special Education  
515 Pennsylvania Avenue  
P. O. Box 230  
Holton, Kansas 66436  
Phone: 785-364-2990  
Fax: 785-364-3975*

**ACKNOWLEDGMENTS**

I certify that all the information provided by me in this application is true and complete. I understand that any misstatement, falsification or omission of information is grounds for refusal to hire or, if hired and the same is discovered thereafter, termination.

I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability for any damages that may result from furnishing such information to you. I authorize any background checks by any third party.

I authorize you to request, receive, and verify all information given on this application and I release you from all damages that may result from your doing so.

I authorize you to conduct a criminal background investigation using any and all methods necessary to complete such investigation and I release you from all liability for any damages that may result from your doing so.

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

If offered a position with USD 336, as a condition of employment I shall submit to a physical examination conducted by a physician of the board's choosing, the costs therefore to be borne by the board. This examination may include a screening for illegal drugs.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**AN EQUAL EMPLOYMENT/EDUCATIONAL OPPORTUNITY AGENCY**

Holton USD 336 does not discriminate on the basis of sex, race, color, national origin, disability, or age in admission or access to, or treatment or employment in, its programs or activities. Any questions regarding the District's compliance with Title VI, Title IX, or Section 504, including information about the existence and location of services, activities, and facilities that are accessible to and usable by disabled, may be directed to the Compliance Coordinator, who can be reached at 785-364-3650, 515 Pennsylvania, Holton, KS 66436, or to the Assistant Secretary for Civil Rights, U. S. Department of Education.